

**FUNCTIONS OF THE PASSENGER MOVEMENT BRANCH,  
TRANSPORTATION DIVISION, LOGISTICS OFFICE**

1. Furnishes assistance, guidance and advice in the discharge of staff and technical responsibility for the movement of civilian and military personnel of the Agency, their dependents, household goods, personal effects, baggage, privately owned automobiles and pets to all parts of the world by commercial or Governmental carriers.
2. Conducts surveys and recommends changes in existing CIA travel regulations, directives and requirements and initiates action to establish policies and procedures to effect movement of personnel, including dependents, household goods and personal effects, baggage, privately owned automobiles, and pets.
3. Develops plans for the coordination of headquarters and field passenger movement activities and procedures, and provides technical guidance for all Agency passenger and personal property movement.
4. Prepares estimates and submits monthly forecasts of Agency requirements
5. Maintains liaison with other agency components, Governmental agencies, and commercial firms to carry out the Branch's staff and technical responsibility for the movement of personnel and personal property.
6. Plans, arranges, coordinates, and directs the operations required to effect the movement of personal property of Agency employees.
7. Arranges for the storage of household goods and personal effects of personnel when authorized, and takes action to effect payment for such charges.
8. Certifies transportation charges for the movement of household goods, personal effects, privately owned automobiles, and baggage when such expenses were authorized.
9. Arranges for chartered buses when required.
10. Maintains a petty cash fund, and reimburses Agency employees who use taxi cabs or public transportation on official business.
11. Makes presentations of functions of the Passenger Movement Branch in connection with Logistics training programs.

25X1

**SECRET**

Security Information

STATINTL

TRANSMITTAL SLIP		
(Date) _____		
TO:		
BUILDING	ROOM NO.	
REMARKS:		
<div style="border: 1px solid black; width: 150px; height: 30px; display: inline-block;"></div> has concurred He still does not agree with Col White's concept - but will make every effort to insure the success of this project		
FROM:		
BUILDING	ROOM NO.	EXTENSION

FORM NO. 36-8  
SEP 1946

16-65268-1 GPO

CENTRAL INTELLIGENCE AGENCY  
 OFFICIAL ROUTING SLIP

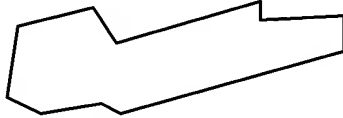
TO		INITIALS	DATE
1	Chief, Transportation Div.	<i>[Signature]</i>	15 Sep
2	Logistics, Admin. Staff		
3	O&M Service, 204 Alcott Hall		
4			
5			

FROM		INITIALS	DATE
1	Asst. Management Officer, DD/A Area.		8-28-53
2			
3			

☐ APPROVAL    ☐ INFORMATION    ☐ SIGNATURE  
☐ ACTION    ☐ DIRECT REPLY    ☐ RETURN  
☐ COMMENT    ☐ PREPARATION OF REPLY    ☐ DISPATCH  
☒ CONCURRENCE    ☐ RECOMMENDATION    ☐ FILE

REMARKS:

*For review and initial*  
*OK 10/4*  
*To* 

STATINTL